

## Graduate School Scholarship Programme 2019 (GSSP) - Guidelines and Information for Applicants from Abroad

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### I) Submission of applications

Applicants who have been selected for a scholarship by a graduate school that participates in the DAAD Graduate School Scholarship Programme must submit a completed application form with all supporting documents, via the DAAD portal: <https://portal.daad.de/irj/portal>. (Select "Personal Funding" and application form "Graduate School Scholarship Programme 19"). Please note that each DAAD scholarship in this programme comprises funding for up to four years.

The following documents have to be submitted along with the application form in German or English:

- an abstract of your proposal (max. 1 page);
- a curriculum vitae;
- a letter of motivation;
- a schedule of your proposal including information about possible field studies/stays abroad. If you plan a field study/stay abroad, please submit also a short working plan and schedule of the field trip/stay (when, where, what, how long);
- Bachelor and Master degree certificates<sup>1</sup> and certificates of annual examinations taken at the home university (transcript of records) including grades and explaining the home university grades' system (description of grade scale)<sup>2</sup>;
- for applicants from China: certificate of the Academic Evaluation Center (Akademische Prüfstelle);
- documents certifying knowledge of the foreign language required by the graduate school;
- any documents certifying completed practical work (internship etc.);
- a list of publications.

**Certified copies** of all translated documents must be submitted to DAAD only after a letter of award has been received.

Applicants have to inform the graduate school when they have completed their application via the DAAD portal.

### II) Language skills

German language skills are generally required, however, the required level depends on the applicant's project and subject field, as well as on the available opportunities for learning German in the applicant's home country. In the natural sciences and engineering disciplines, and where English is spoken at the host institute, proof of good English language skills may be accepted in place of German language skills.

### III) Application Requirements

- At the time when DAAD receives the nomination letter, the last final exam (Master Degree or equivalent) must have taken place no longer than six years ago.
- At the time when DAAD receives the nomination letter, applicants must not have resided in Germany for more than 15 months prior to the nomination.

### IV) Contact and additional information

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<sup>1</sup> For French speaking countries: License or Maitrise with Assez-Bien along with a DEA/DESS degree or a Master's degree according to the LMD system.

<sup>2</sup> Please give us a short notice, if your university does not issue a separate certificate for academic degrees.